

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. 9. 10. 11.  
Sec Arch Med Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

015 - PUBLIC HEALTH REGION - MEAT SAFETY ASSURANCE

	1449	CMI SANITATION REPORTS	6 MO.	1Y6MOS	2	O		P		
	1454	CMI PLANT FILES	AC+3		AC+3	O		P		AC=CLOSING OF PLANT
1.1.008	1450	CMI GENERAL FILES (GENERAL CORRESPONDENCE)	1		1	O		P		
1.1.067	5383	WORK REPORT (MSA 53)	3		3	O	R	P	X	
3.3.020	1452	CMI EMPLOYEE WORK RECORD (ITINERARY INFORMATION)	CE+1	1	CE+2	O		P		CENTRAL OFFICE EXPECTS THE REGIONS TO KEEP THESE RECORDS LONGER THAN ONE YEAR SO THEY WILL BE AVAILABLE FOR AUDITS.

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X